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PROCESSING BAD CHECKS

Before getting started, make sure to gather a copy of the bad check.

STEP 1: Locate Original Bill – If you know the Receipt number and the transaction is in GEARS, follow the below instructions to locate the bill and print the Acctg – Rev Distribution page of all of the original transaction bill lines.

NAVIGATION: Main Menu > Billing > Review Billing Information > Details

1. The **Bill Inquiry** page will display.
 - a. Click the **Find an Existing Value** tab.
 - i. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - ii. **Contract:** Enter the original Receipt number.
 - iii. Click the **Search** button.

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ JUD12 🔍

Invoice begins with ▼ 🔍

Bill Status = ▼ 🔍

Customer begins with ▼ 🔍

Contract contains ▼ 7748510 🔍

- b. Click the Navigation dropdown list – **Acctg – Rev Distribution**.

Header - Info 1 **Line - Info 1**

Unit JUD12 Invoice 0009149580 Invoice Amt 0.00 USD

Status INV Invoice Date 02/07/2017 Cycle ID DAILY

Type BUS Source REGISTER Frequency Once

Customer JUD12 SubCust1 SubCust2

Harford County Circuit Court To Unit

Invoice Form NO_PRINT From Date To Date

Accounting Date 02/07/2017 Pay Terms IMMED Pay Method Check

Remit To BOA Bank Account 12

Sales 12-00-00 Bill Inquiry Phone

Credit DEFAULT Collect DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address Notes

Summary Commit Cntrl

Bill Search Line Search

Page Series

Header - Info 1 ▼ Prev Next



OTC – Bad Check Processing

- c. Print this page as it will assist you with completing the next step. To be sure you are printing all the lines, if in the Max Rows box the number is 5, change the number to 15, then click the double arrow down icon. Review the number in the blue bar to be sure you are displaying all the lines. Then click the View All for printing the page.
 - i. You will be using the Identifier, Accounting codes and Amounts for the next step.

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit JUD12 Bill To JUD12 Invoice Amt 0.00 USD
Invoice 0009149580 Harford County Circuit Court Max Rows 5

Bill Line Find | View 1 | First 1-4 of 4 Last

Seq 1 Line 1 Net Extended 10.00
Identifier RCS-70 Description

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
R120105466	12	12010	0001	5466	1201	A1200	AY2017	CHK	100.000	10.00

Percent 100.00 Amount 10.00 Gross Extended 10.00

Seq 2 Line 2 Net Extended 40.00
Identifier RCS-71 Description

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage	Amount
R120306234	C12	12030	3003	6234	1203	A0027	AY2017	CHK	100.000	40.00

Percent 100.00 Amount 40.00 Gross Extended 40.00



STEP 2: Reverse Revenue Process *(For Non-Case and Case Related Bills)* – Create a new \$0.00 Adjustment Bill.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to “NEXT”, next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** “JBC” = (Adjustment type = Bad Check).
 - iv. **Bill Source:** “ONLINE”
 - v. **Customer:** “JUD##”
 - vi. **Invoice Date:** Current date (see note below).
 - vii. **Accounting Date:** Current date (see note below).

Note: Bad checks should always be processed in a timely fashion as they are received. Back dating of this process can only happen if you have not processed your end-of-month (EOM) local revenue and would only be applicable to the immediate prior month. For example, if you are processing a bad check on September 6th and you would like it to be reflected in August end-of-month (EOM) work, you may do this only if you have not completed your EOM local revenue for August. Also, please note, even if you have not completed your EOM local revenue for other earlier months, you may only back date to the immediate past month, in this example that would be August (not July or earlier).

- c. Click the **Add** button.

Bill Entry

Business Unit

JUD12

Invoice

NEXT

Bill Type Identifier

JBC

Bill Source

online

Customer

JUD12

Invoice Date

02/20/2017

Accounting Date

02/20/2017

Add



OTC – Bad Check Processing

2. The **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the **Type:** field is set to “JBC”.
 - b. Confirm the **Source:** field is set to “ONLINE”
 - c. Click the [Notes](#) link at the bottom of the page to add an audit note explaining the reason for the adjustment.

Header - Info 1

Line - Info 1

Unit JUD12

Invoice NEXT

Pretax Amt 0.00 USD

Status NEW

Type JBC

*Customer JUD12

Harford County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/20/2017

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/20/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 12

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Notes

Summary

Header Info 2

Express Entry

Bill Search

Address

Line Search

Copy Address

Attachments

Navigation Header - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display



- i. Add a note to the bill header with returned check information to include:
 - 1. DBA#, Check#, Check Date, Check Amount, Original Receipt #
 - 2. Reason
- d. Select the **Header - Order Info** option from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1

Line - Info 1

Header - Note

Unit JUD12

Bill To JUD12

Pretax Amt

0.00 USD

Invoice NEXT

Harford County Circuit Court

Customer Notes

Find | View All

First

1 of 1

Last

☐ Standard Note Flag

Std Note

☐ Internal Only Flag

Note Type

Note Text:

check # 548915 for \$90.00 returned for NSF for receipt # 7748510. original receipt dated 02/07/2017

155 characters remaining

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Note

Save

Notify

Refresh



OTC – Bad Check Processing

3. The **Header – Order Info** screen will display.
 - a. **Contract:** Enter the Original Receipt number (enter the number exactly as it appears - including all leading zeros). *Note: No Matching Values message will appear, ignore this.*
 - b. Click the **Line – Info 1** tab.

Header - Info 1

Header - Order Info

Line - Info 1

Unit JUD12

Bill To JUD12

Pretax Amt

0.00 USD

Invoice NEXT

Harford County Circuit Court

PO Ref

Contract 7748510

Contract Date

Contract Type

OM Bus Unit

Order No

Order Date

Ship Bus Unit

Ship ID

Freight Terms

Ship Via

Case Number

PK Slip No

Sold To

Sold Loc

Ship To

Ship Loc

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Order Info

Save

Notify


Refresh

Add



OTC – Bad Check Processing

4. The **Line – Info 1** page will display.
 - a. Refer to the *Acctg – Rev Distribution* Page(s) previously printed out as part of your Bad Check Processing preparation.

NOTE: A new Bill line will need to be added for each unique Charge Code (Identifier – e.g.: CCS-137) used on the original receipt.
 - b. Complete the following fields:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter the charge code of the item from the receipt that needs to be added.
 - iii. **Gross Extended:** Enter amount of the item/charge code. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g.: -10.00)
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the plus sign  to the right of the line to add additional bill lines.
 - c. Repeat steps (4.b. i-v) for all charge items on the original receipt.

Header - Info 1

Line - Info 1

Unit JUD12
Invoice NEXT

Bill To JUD12
Harford County Circuit Court

Pretax Amt
Max Rows 5

-10.00 USD

Bill Line

Find | View All

First 1 of 1 Last

Identifier Look Up Date 02/20/2017

Seq 1

Line

Table ID

Identifier RCS-70

Net Extended -10.00

Description LR Release Recording Fee

Quantity 1.0000

Unit of Measure EA

Unit Price -10.0000

Gross Extended -10.00

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

Accumulate

Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended -10.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -10.00

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation Line - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display



OTC – Bad Check Processing

- d. After all lines are added for the charge codes, click the plus sign to add another bill line for the BUS-Payment amount.
 - i. This amount will be a debit. (This should be the total of all the credited Bill lines).
- e. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter "CLEAR-JBC".
 - iii. **Gross Extended:** Enter the amount as *positive* (e.g.: 50.00).
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit JUD12 Bill To JUD12 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Harford County Circuit Court

Bill Line

Identifier Look Up Date 02/20/2017

Seq 3 Line Net Extended 50.00

Table ID Identifier CLEAR-JBC Description Clear Acct-ADJ Bad Check

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type MISC ☒ Accumulate

Unit Price 50.0000 Tax Code ☐ Tax Exempt

Gross Extended 50.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	50.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	50.00

Go to: Line Info 2 Tax [Accounting](#) Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display



OTC – Bad Check Processing

5. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line.
 - b. **Code:** Enter ‘R’ then select the number from your print out. Must enter all lines if more than 1.
 - c. **Dept:** Enter “JBC” in this field, which corresponds to the **Bill Type** found on *Header – Info 1* tab.
NOTE: The “Dept” field is **required** for all bill lines with Line Type = “REV”.
 - d. The CLEAR-JBC accounting information is auto-filled and should not be changed.
 - e. Confirm that the **Pretax Amt:** is 0.00 USD.
 - f. Click the **Refresh** button.
 - g. Click the **Save** button.
 - h. Click the *Header – Info 1* tab.

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD12 Bill To JUD12 Pretax Amt 0.00 USD Max Rows 5

Invoice NEXT Harford County Circuit Court

Bill Line Find | View 1 First 1-3 of 3 Last

Seq 1 Line Net Extended -10.00
Identifier RCS-70 Description LR Release Recording Fee

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 | Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	R120105466	C12	12010	0001	5466	1201	A1200	AY2017	JBC	100.000

Percent 100.00 Amount -10.00 Gross Extended -10.00

Seq 2 Line Net Extended -40.00
Identifier RCS-71 Description LR Release Surcharge

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 | Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	R120306234	C12	12030	3003	6234	1203	A0027	AY2017	JBC	100.000

Percent 100.00 Amount -40.00 Gross Extended -40.00

Seq 3 Line Net Extended 50.00
Identifier CLEAR-JBC Description Clear Acct-ADJ Bad Check

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 | Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+	ICI FAR-JBC	C12	12990	7099	9652	1299	A1299	AY2017	JBC	100.000

6. The **Header - Info 1** page will display
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).
 - b. Click the **Save** button.

Header - Info 1

Line - Info 1

Unit JUD12

Invoice 0009178029

Pretax Amt 0.00 USD

Status RDY

*Type JBC

*Customer JUD12

Harford County Circuit Court

*Invoice Form NO_PRINT

Accounting Date 02/20/2017

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 02/20/2017

Source ONLINE

SubCust1

From Date

Pay Terms IMMED

Bank Account 12

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Info 1

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Displ

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Active Invoice

7. The **Single Action Invoice** page will display.
 - a. Search for the Run Control used for Bad Check Processing – “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “BADCHK” for Bad Checks).


Single Action Invoice

Find an Existing Value

Add a New Value

Run Control ID Bad_check

Add

8. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** Select “Processing Date”.
 - ii. **Posting Action:** Select “Batch Standard”.
 - iii. **Range Selection:** Select “Bill Type”.
 - iv. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** Select “JBC”.
 - b. Click the **Save** button.
 - c. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized. If there are no bills listed or the number of bills does not match what is expected, there is a problem.
 - i. Confirm the number of bill equals those you just entered.
 - ii. Click the **Return** button to return to the **Single Action Invoice** run control page.
 - d. Click the **Run** button.

Single Action Invoice

Print Options


Run Control ID

Bad_check

Report Manager

Process Monitor

Run



Language

English

Specified Language

Recipient's Language

Selection Parameters

Find | View All

First

1 of 1

Last

Seq Nbr

1

Invoice Date Option

Processing Date

User Defined

Posting Action

Do Not Post

Batch Standard

Range Selection

All

Bill Cycle

Date Bill Added

Range ID

Public Voucher Number

Invoice ID

Cust ID

Bill Type

Bill Source

Business Unit

JUD12

Bill Type

JBC

Save

Notify

Add

Update/Display



OTC – Bad Check Processing

9. The [Process Scheduler Request](#) page will display.
 - a. Select the checkbox for the AOC_MAIN_([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
 - b. Click the **OK** button

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▾	(None) ▾	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web ▾	TXT ▾	Distribution

OK

Cancel

10. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button to show processing has begun.
 - b. Click the [Process Monitor](#) link.
11. The [Process List](#) page will display
 - a. Click the [AOC_MAIN](#) process name link to review the status of all its sub-processes.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP! Call the helpdesk to submit a ticket – DO NOT DELETE THE PROCESS. This will be needed by the support staff to troubleshoot the issue.**

Process List

Server List

View Process Request For

User ID Type Hours ▾

Server Instance From ▾ Distribution Status

Process List

Personalize | Find | View All |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1193252		PSJob	AOC_MAIN	debbie.seipp	02/28/2017 7:39:52AM EST	Processing	N/A	Details

- c. Click the [BIIVC000](#) sub-process.
 - i. Click the [Message Log](#) link to review the number of bills processed.
 - ii. Click the Return button, and then OK to return to the [Process Detail](#) page.
- d. Click the [BILDAR01](#) sub-process.
 - i. Click the [View Log/Trace](#) link and select the PDF of the “Load AR Pending Items” report.
 - ii. Confirm that the report shows all bills = \$0.00.

End of Reverse Revenue Process



STEP 3: Track and Send Out Notices-Circuit Court Only *(For Non-Case Related ONLY)* – The purpose for this section is to track and send out a notice to the local customer of the Bad Check.

STEP 3.1 – Confirm if Customer Exists - Confirm whether or not the customer already exists – if not, create a new Customer before creating the bill.

NAVIGATION: Main Menu > Customers > Customer Information > General Information

1. The **General Information** page will display.
 - a. Click the *Find an Existing Value* tab.
 - i. **SetID:** Leave the default value set to “SHARE”.
 - ii. **Name 1:** Change criteria to “contains”, then enter the last name of the customer.
 - b. Click the **Search** button.
 - c. Review the names provided in the list to determine if customer already exists.
 - i. If the name is correct, click on that customer, review the address to be certain this is the correct customer.
 1. If YES, write down the Customer ID, and skip to Step 3.3.
 - ii. If the name or address is not correct, then proceed to Step 3.2 below.

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

SetID =

SHARE

Customer ID

begins with

Name 1

contains

 Albright

Name 2

begins with

Telephone

begins with

City

begins with

State

begins with

Postal Code

begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All							First	1-3 of 3	Last
SetID	Customer ID	Name 1	Name 2	Telephone	City	State	Postal Code		
SHARE	1000027953	ADAMSON-ALBRIGHT, CLINTON 2ND	(blank)	(blank)	GLEN BURNIE	MD	21060		
SHARE	1000013914	ALBRIGHT, CRAIG	0T00070651	(blank)	ELKRIDGE	MD	21075		



STEP 3.2 – Customer Creation

NAVIGATION: Main Menu > Customers > Customer Information > General Information

1. The **General Information** page will display.
 - a. Click the **Add a New Value** tab.
 - i. Leave the default settings as displayed. **SetID:** = “SHARE” and **Customer ID:** = “NEXT”.
 - b. Click the **Add** button.

General Information

Find an Existing Value	Add a New Value
SetID: <input type="text" value="SHARE"/>	Customer ID: <input type="text" value="NEXT"/>
<input type="button" value="Add"/>	

2. The **General Info** tab of the Customer record will display.
 - a. **Name 1:** Enter Last Name, First Name of the customer
 - b. **Short Name:** will auto-fill with first 10 characters of the Name 1.
 - c. Select **Currency Code:** = “USD” and **Rate Type:** = “CRRNT”.

General Info	Bill To Options	Ship To Options	Sold To Options	Miscellaneous General Info
SetID: SHARE		Customer ID: NEXT		General Info Links: ...More
*Status: Active		Copy From Customer		Level: Regular
*Date Added: 02/20/2017		*Since: 02/28/2017		*Type: User 1
*Name 1: Albright, John		Alt Name 1		*Short Name
Name 2		Alt Name 2		
Currency Code: USD		Rate Type: CRRNT		



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- d. **Roles** section, select the check boxes for the **Bill To Customer** and **Sold To Customer** options.
- e. **Support Teams** section, enter **Team Code** = “SALES” and check the **Default** check box.

Roles

☒ **Bill To Customer**
Bill To Selection

☐ **Ship To Customer**
Ship To Selection

☒ **Sold To Customer**
Sold To Selection

☐ **Broker Customer**

☐ **Indirect Customer**

☒ **Correspondence Customer**
Correspondence Selection

☒ **Remit From Customer**
Remit From Selection

☒ **Corporate Customer**
Corporate Selection

☐ **Consolidation Customer**

☐ **Grants Management Sponsor**

Consolidation Business Unit

Federal Attributes

☐ **Federal Customer**

Trading Partner Code

Disbursing Office

☐ **Appropriation Symbol Not Required for Reimbursable Agreements**



Support Teams Personalize | Find | View All | First 1 of 1 Last



OTC – Bad Check Processing

- f. **Address Locations:** Check the **Bill To / Primary, Sold To / Primary, Correspondence Address** checkboxes.
- g. **Address Details** section, enter the address of the Customer.
NOTE: The Address 1 line, City, State and Postal code are required.

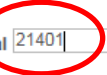

Address Locations Find | View All First 1 of 1 Last

*Location  ☒ Bill To ☒ Primary ☐ Broker ☐ Primary 
☐ Ship To ☐ Primary ☐ Indirect ☐ Primary
☒ Sold To ☒ Primary ☒ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All First 1 of 1 Last

*Effective Date *Status
Tax Code Language Code
Physical Nature Where Performed
Alternate Name 1 Alternate Name 2

Country United States
Address 1
Address 2
Address 3
City ☐ In City Limit
County Postal 
State 

[View Phone Information](#)

- h. Click the **Bill To Options** tab next to the **General Info** tab at the top of the page.
3. The **Bill To Options** page will display.
- a. **Credit Analyst:** Enter or select "DEFAULT".
 - b. **Collector:** Enter or select "DEFAULT".
 - c. Click the **Save** button at the bottom of the page.


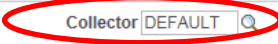
General Info **Bill To Options** **Ship To Options** **Sold To Options** **Miscellaneous General Info**

SetID SHARE Customer ID 1000030728 Albright, John

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date *Status
Currency Code USD Rate Type CRRNT

Responsibilities

 
AR Specialist Bill Inquiry Phone
Billing Specialist Billing Authority



STEP 3.3 – Bill Creation

This step is providing a new way for entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original EXCEPT, the Invoice Date and Accounting Date. This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

NAVIGATION: Billing> Maintain Bills> Copy Single Bill

Use the [Copy Single Bill](#) process to copy the (Reverse Revenue) Bill just created.

1. The [Copy Single Bill](#) page will display.
 - a. **Contract:** Enter the Receipt number to find the Bill to copy.
 - b. Click the **Search** button to display search results.
 - i. Search results should include **Bill Type** = “JBC”, **Bill Source** = “ONLINE”, **Contract** = Receipt number.
 - c. Select the bill from the list.

Copy Single Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit

=

▼

JUD12

x

🔍

Invoice

begins with

▼

🔍

Bill Status

=

▼

▼

Customer

begins with

▼

🔍

Contract

contains

▼

7748510

☐ Case Sensitive

Search

Clear

Basic Search

🔍

Save Search Criteria

Search Results

View All					First	1-2 of 2	Last
Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
JUD12	0009178029	Regular	Invoiced	JBC	ONLINE	JUD12	7748510
JUD12	0009149580	Regular	Invoiced	BUS	REGISTER	JUD12	7748510



2. The *Copy Single Bill* page will display.
 - a. **Select Bill Action** section, select the “Copy Bill” radio button.
 - b. **Copy Results** section, notice **Copy Bill** is set to “NEXT” (this will automatically assign a new bill).
 - c. Click the **Save** button at the bottom of the page to copy the bill.

Copy Single Bill

Unit JUD12	Bill To JUD12	Harford County Circuit Court
Invoice 0009178029	Invoice Amt 0.00	USD

Select Bill Action

☐ No Bill Action
☒ **Copy Bill**

Copy Results

*Copy Bill

Save

Return to Search

Previous in List

Next in List

Notify

- d. The new Bill number and navigation link are displayed after the page saves.
- e. Click the [Go To Bill Header – Gen. Info](#) link. This will take you to the *Header – Info 1* tab within the bill.

Copy Single Bill

Unit JUD12	Bill To JUD12	Harford County Circuit Court
Invoice 0009178029	Invoice Amt 0.00	USD

Select Bill Action

☒ No Bill Action
☐ Copy Bill

Copy Results

*Copy Bill [Go To Bill Header - Gen. Info](#)

Save

Return to Search

Previous in List

Next in List

Notify



OTC – Bad Check Processing

Note: There are two Bill Types you should select from, “Bad Check” or “Payment Replacement Required”. The Payment Replacement Required Invoice format is to be used when there was a bank error and at no fault of the customer.

3. The default tab, **Header – Info 1**, of the Bill detail page will display.
 - a. **Status:** Change from “NEW” to “HLD” to put the bill “On-Hold”.
 - b. **Bill Type:** Change from “JBC” to “BAD” (Bad Check) or ‘PRR’ (Payment Replacement).
 - c. **Customer:** Enter the Customer ID just created or found as an already existing customer.
 - d. **Invoice Form:** Defaulted to: “BAD_CHECK” or “PAYREP_REQ”.
 - e. **Accounting Date:** This is the due date.
 - f. **Invoice Date:** Enter today’s date (current date).
 - g. Click the *Line – Info 1* tab.

Unit JUD12 Invoice 0009178030 Pretax Amt 0.00 USD

Status HLD
*Type BAD
Customer 000030728
Albright, John
*Invoice Form BAD_CHECK
Accounting Date 02/20/2017
Remit To BOA
Sales DEFAULT
Credit DEFAULT
Billing Specialist DEFAULT
Default Biller

Invoice Date 02/20/2017
Source ONLINE
SubCust1
SubCust2
From Date
Pay Terms IMMED
Bank Account 12
Bill Inquiry Phone
Collector DEFAULT
Billing Authority DEFAULT
Default Biller

Cycle ID DAILY
*Frequency Once
To Date
Pay Method Check

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Page Series
Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



4. The [Line – Info 1](#) page will display.
 - a. Click “View All” to display all bill lines.
 - b. Modify the **Gross Extended** amounts.
 - i. Change all negative line amounts to positive amounts.

Header - Info 1 | **Line - Info 1**

Unit JUD12 Bill To JUD12 Pretax Amt 60.00 USD Invoice 0009178030 Harford County Circuit Court Max Rows 5

Bill Line Find View 1 First 1-3 of 3 Last

Identifier Look Up Date 02/20/2017

Seq 1 Line Net Extended 10.00

Table ID Identifier RCS-70 Description LR Release Recording Fee

Quantity 1.0000 From Date To Date

Unit of Measure EA Unit Price 10.0000 Line Type REV ☒ Accumulate

Gross Extended 10.00 Tax Code ☐ Tax Exempt

Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	10.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	10.00



OTC – Bad Check Processing

- c. Change the BUS-PAYMENT line identifier to:
 - i. **Identifier:** Enter “BAD-CHECK”.
 - ii. Click the **Refresh** button at the bottom of the page to auto-fill remaining values.
 - iii. **Gross Extended:** Enter “10.00” or the current fee charged for bad checks.
 - iv. Click the **Save** button.
 - v. Click the *Header – Info 1* tab to add audit notes.

Header - Info 1 | Line - Info 1

Unit JUD12 Bill To JUD12 Pretax Amt 60.00 USD
Invoice 0009178030 Harford County Circuit Court Max Rows 5

Bill Line Find | View 1 First 1-3 of 3 Last

Identifier Look Up Date 02/20/2017

Seq 1 Line
Table ID Identifier RCS-70 Net Extended 10.00
Description LR Release Recording Fee

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 10.0000 Line Type REV ☒ Accumulate
Gross Extended 10.00 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 10.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 10.00

Seq 3 Line
Table ID Identifier BAD-CHECK Net Extended 10.00
Description Bad Check Charge

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 10.0000 Line Type REV ☒ Accumulate
Gross Extended 10.00 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 10.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 10.00

to: Line Info 2 Tax Accounting Discount/Surcharge
ies Express Entry
mary Bill Search Line Search Navigation Line - Info 1 Page Series
Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



OTC – Bad Check Processing

The [Header – Info 1](#) page will display.

- d. Click the [Notes](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit JUD12 Invoice 0009178030 Pretax Amt 60.00 USD

Status HLD Invoice Date 02/20/2017 Cycle ID DAILY
*Type BAD Source ONLINE *Frequency Once
*Customer JUD12 SubCust1 SubCust2
Harford County Circuit Court
*Invoice Form BAD_CHECK From Date To Date
Accounting Date 02/20/2017 Pay Terms IMMED Pay Method Check
Remit To BOA Bank Account 12
Sales DEFAULT Bill Inquiry Phone
Credit DEFAULT Collector DEFAULT
Billing Specialist DEFAULT Billing Authority DEFAULT
Default Biller Default Biller

Go to: Notes Header Info 2 Address Copy Address
Summary Express Entry Attachments
Bill Search Line Search Navigation Header - Info 1

Page Series
Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- i. Update the note as needed to reference payments, court language or “PD in FULL”.

NOTE: Comments in the Bill Header Notes are displayed on the customer invoice, unless the “Internal Only Flag” checkbox is selected. (See below image.)

Header - Info 1 | Line - Info 1 | Header - Note

Unit JUD12 Bill To JUD12 Pretax Amt 60.00 USD
Invoice 0009178030 Harford County Circuit Court

Customer Notes
Find | View All First 1 of 1 Last

Bill Header Notes
☐ Standard Note Flag Std Note
☐ Internal Only Flag Note Type CUSTNOTE

Note Text: Customer Note
check # 548915 for \$90.00 returned for NSF for receipt # 7748510. original receipt dated 02/07/2017
155 characters remaining

TO HIDE NOTE
ON PRO FORMA



OTC – Bad Check Processing

- e. To add the Standard Circuit Court note to the Bill:
 - i. Select 'Bad_Cir_CT'.
This will provide the standard message used in most Circuit Court Bad Check Letters.
Note: you now have two notes that will print on the bottom of the Pro-Forma invoice.
- f. Click the **Save** button. The Click **Header – Info 1** tab.


Bill Header Notes Find **View All** First 2 of 2 Last

☒ Standard Note Flag
☐ Internal Only Flag

Std Note: **BAD_CIR_C** Note Type: **INVOICE**

Note Text: Invoice Notes
PLEASE SEND A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO: THE CLERK OF THE CIRCUIT COURT.
AFTER 60 DAYS FROM THE DATE OF THIS CORRESPONDENCE, YOUR ACCOUNT WILL BE DECLARED DELINQUENT
AND WILL BE REFERRED TO THE STATE CENTRAL COLLECTION UNIT.
8 characters remaining

Go to: Notes Header Info 2 Address Copy Address Attachments
Summary Bill Search Line Search Navigation Header - Note

- g. Click the Pro Forma Invoice icon  in the upper right corner of the page to print a PDF Invoice/Payment Due Statement to the customer.
- h. Print the Pro Forma by using the printer button that appears when you move your mouse over the bottom of the document.

Header - Info 1 Line - Info 1

Unit JUD12 Invoice 0009178030 Pretax Amt 60.00 USD

Status HLD Invoice Date 02/20/2017 Cycle ID DAILY
*Type BAD Source ONLINE *Frequency Once
*Customer JUD12 SubCust1 SubCust2
Harford County Circuit Court
*Invoice Form BAD_CHECK From Date To Date
Accounting Date 02/20/2017 Pay Terms IMMED Pay Method Check
Remit To BOA Bank Account 12
Sales DEFAULT Bill Inquiry Phone
Credit DEFAULT Collector DEFAULT
Billing Specialist DEFAULT Billing Authority DEFAULT
Default Biller Default Biller


Go to: Notes Header Info 2 Address Copy Address Attachments
Summary Bill Search Line Search Navigation Header - Info 1

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Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



OTC – Bad Check Processing

	Invoice No:	Bad Checks
	Notice Date:	0009616770
	Page:	04/27/2017
		1 of 1

Remit To:	Customer No:	1000030099
Harford County Circuit Court	Case No:	
20 WEST COURTLAND STREET	Payment Terms:	Immediate
BEL AIR MD 21014	Due Date:	04/01/2017

Bill To:	AMOUNT DUE:	60.00
CORPASSIST, LLC		
836 PARK AVENUE, SUITE B		
BALTIMORE MD 21201		

Line	Description	Quantity	Unit Amt	Original
				Net Amount
1	LR Release Recording Fee	1.00	10.00	10.00
2	LR Plat Copy	1.00	40.00	40.00
3	Bad Check Charge	1.00	10.00	10.00
Subtotal:				60.00
AMOUNT DUE:				60.00

DBA 17086048, Ck 17499 dated 02.27.16 for \$275.50, Original Receipt 7894837.
Reason: Returned for Insufficient Funds. Please make check payable to Clerk of
the Court of Harford County; Mail to: 20 W Courtland Street, Bel Air, MD 21014
Attn: C Facello
PLEASE SEND A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO:
THE CLERK OF THE CIRCUIT COURT.

AFTER 60 DAYS FROM THE DATE OF THIS CORRESPONDENCE, YOUR
ACCOUNT WILL BE DECLARED DELINQUENT AND WILL BE REFERRED TO
THE STATE CENTRAL COLLECTION UNIT.

**STEP 4: Process Payment Received** (For Non-Case Only Related Bills)

Accounting is notified of the replacement payment and must cancel the bill.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. **Status:** Enter “HLD” to display all bills on hold.
 - b. Select the bill you want to cancel.
2. The default **Header – Info 1** page will display.
 - a. **Status:** Change from “HLD” to “CAN”.
 - i. The Rebill Invoice is canceled and the Bad Check tracking is closed.
3. Click the **Save** button.

Header - Info 1		Line - Info 1	
Unit	JUD12	Invoice	0009178030
Pretax Amt	60.00	USD	
Status	CAN	Invoice Date	02/20/2017
*Type	BAD	Source	ONLINE
*Customer	JUD12	SubCust1	
Harford County Circuit Court		Cycle ID	DAILY
*Invoice Form	BAD_CHECK	*Frequency	Once
Accounting Date	02/20/2017	SubCust2	
Remit To	BOA	From Date	
Sales	DEFAULT	Pay Terms	IMMED
Credit	DEFAULT	Bank Account	12
Billing Specialist	DEFAULT	Bill Inquiry Phone	
Default Biller		Collector	DEFAULT
		Billing Authority	DEFAULT
		Default Biller	
Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation
		Header - Info 1	
Save		Return to Search	
Previous in List		Next in List	
Notify		Refresh	
Add		Update/Display	

End of the Bad Check Process